

Board of Selectmen
Meeting Minutes
December 22, 2021

Present: James C. Bailey, Chairman; Meleny Nagy, Selectwoman; Iris Campbell, Selectwoman; Laura Buono, Town Administrator.

In Attendance: Peter Mellen, David Lewis.

Chairman Bailey called the meeting to order at 6:00 p.m.

1. **OPEN SESSION**

There was no public comment during Open Session

2. **WATER & SEWER COMMISSIONERS RE: WASTEWATER CAPACITY**

Peter Mellen and David Lewis, members of the Water & Sewer Commission, met with the Board to answer any questions they may have with regard to the status of the Town's wastewater capacity. Prior to coming to the meeting, a memorandum was emailed to the Board which outlined the wastewater capacity and status so that Board members would have time to review it in preparation. The memorandum is attached to these minutes.

The Board and Commissioners discussed the fact that the treatment plant is permitted for 600,000 gallons a day of which they try to stay under 80% of capacity. If the State observes the facility at 80% or above on a regular basis, they begin looking for improvements to be made. A one-year rolling average is used to calculate usage. Currently, there is approximately 101,000 gallons available a day to stay below the 80% capacity. The Commission has worked to increase the capacity by repairing and replacing pipes over the last several years which helps considerably. Sump pumps were discussed as an issue when it comes to using some of our capacity. The Commissioners said that sump pumps are not allowed to drain into the system but there are residents who still do it and it can be a challenge to enforce. In order to allow to curb this issue, the Town would need to install street drainage which is a costly project. The Commissioners said it is hard to find the money to do all the pipe replacement needed and they currently do it on a street by street basis in conjunction with highway department work. It was suggested that perhaps we develop a 5-year plan that would be funded through a separate warrant article for the needed combined road/sewer projects. The Commissioners will send Ms. Buono their list of projects which need to be done and this can be discussed.

3. **OTHER BUSINESS**

Hazard Mitigation Plan – Ms. Buono said the Hazard Mitigation Committee has completed the task of updating the Plan as is required every 5 years. She said the required public meeting on the Plan will be scheduled during the Selectmen's Meeting on January 26th.

Dept. of Labor Inspection – Ms. Buono gave each of the Board members a copy of the Department of Labor Inspection Report which outlines their findings of the safety inspection they conducted over the course of three days. Ms. Buono said overall we fared pretty well with most of the items within the findings being housekeeping items. She said a response is due to DOL by January 29th which outlines our plan of action to address the violations.

Youth Services Building – Ms. Buono said that Jim Bailey submitted a quote to replace the two windows and the door at the Youth Services Building after it was requested he take a look at it. The window sills are rotted and extremely drafty and it was a challenge to get them locked. Ms. Buono said the estimate to purchase and replace the two windows and door, as well as siding the front of the building since that's the area the work will be done came to \$6,000 for all materials and labor. Selectwoman Campbell moved to accept the proposal and have the work done as soon as the materials come in. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed with a vote of two in favor and one (Chairman Bailey) abstaining.

Budget Work Session – Ms. Buono reminded the Board that they have a budget work session on Tuesday, December 28th at 2:00 p.m. at the Police Station for the purpose of hearing the proposed 2022 Police and Dispatch budgets.

4. LONG TERM PROJECTS

Woods Woolen Mill – Ms. Buono said that recent information from the EPA reflects that there is a very good chance that the office building on this site will also be removed as part of the project.

250th Celebration – Ms. Buono reminded the Board and those in attendance of the kickoff event happening on January 1st at the High School which is a winter carnival including a bonfire.

2 Bridge Street – Ms. Buono asked the Board if they would like to also speak to the second potential investor for this property as well since they have already spoken to Zander Kemp. The Board stated they would like to speak to the individual who submitted a written interest in the property. Ms. Buono will set it up.

E911 Road Names – Ms. Buono said she spoke with Jon Daley with regard to this project. He said at this point the Board simply needs to pick a name for Emerald Land and we need to check into whether or not E911 can block the Town from choosing to use “South” and “North” for Concord End Road before we move forward with that road name.

Parking Regulations – Ms. Buono said that recommended parking regulations will be brought before the Board at the January 26th meeting.

5. MANIFEST MOTION

Chairman Bailey moved to authorize the Selectmen to sign check numbers 017225 - 017257 a/k/a Vouchers 50 & 51 in the amount of \$191,265.54 (includes 214 direct deposit stubs) and Accounts

Payable Check numbers 026311 a/k/a Voucher 34 in the amount of \$839,113.78. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

** A/P Check is the monthly allotment for HDSD

6. CONSENT AGENDA

Chairman Bailey moved to approve the Consent Agenda for December 22, 2021. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

- Intent to Cut – Map 50 Lot 16 Center Road
- Veterans' Exemption – Map 12 Block 67 Lot 34

7. APPROVAL OF MINUTES

Chairman Bailey moved to approve the Selectmen's Minutes of December 8, 2021. Motion was seconded by Selectwoman Nagy. A vote was taken. Motion passed unanimously.

8. ADJOURNMENT

Chairman Bailey moved to adjourn at 7:10 p.m. Motion was seconded by Selectwoman Campbell. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Selectboard

Date: _____

James C. Bailey III, Chairman

Meleny Nagy, Selectwoman

Iris Campbell, Selectwoman